



Examination Bulletin

REGISTERED NURSE

Permanent, Full-Time, Part Time and Intermittent

OPEN/SPOTS: Alameda County Fresno County Los Angeles County Riverside County

CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

WHO MAY APPLY This examination is open to anyone who meets the "Requirements for Admittance to the Examination". Career Credits do not apply.

EXAMINATION TYPE This is an open continuous examination. Applications will not be accepted on a promotional basis. Career credits will not be granted. Applications for this examination will be accepted on a continuous basis. Testing is continuous by County and the eligible list is merged by County.

HOW TO APPLY Submit an examination application form (STD 678) by mail only to: California Department of Education Selection Services Office P.O. Box 1236 Sacramento, CA 95812-1236 Indicate on your application, directly under the examination title, the location where you wish to establish eligibility. Candidates may only establish eligibility in one location.

TEST DATES The California Department of Education will accept applications on a continuous basis and test applicants as follows:

FINAL FILING DATE – SEPTEMBER 18, 2003

Applications (Std 678) must be received no later than one of the above final filing dates. Applications received after one of the designated dates will be considered for the next examination.

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base and official employment titles. Applications/resumes without this information will be rejected.

REQUIREMENTS FOR ADMITTANCE TO THE EXAM Requires possession of the legal requirements to practice as a professional Registered Nurse in California. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination, but they must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.)

NOTE: Applicants possessing the legal requirements must provide this information on their STD 678 application.

MONTHLY SALARY RANGES Range A - \$3,364- \$4,044 Range B - \$3,600 - \$4,338

Range A: This range shall apply to incumbents of positions who do not meet the criteria for payment at a higher range.

Range B: This range shall apply to those incumbents who have satisfactorily completed the equivalent of 12 months of professional nursing experience in either:

- 1. The California state service performing the duties of a Registered Nurse, Range A, or Registered Nurse (Forensic Facility), Range A, or Registered Nurse (Hispanic), Range A. Experience as a Pre-Registered Nurse may be substituted for up to six months of the required Range A experience on a month-for-month basis; or
- 2. A facility for inpatient or outpatient care.
 - a. A Master's Degree in Nursing may be substituted for the entire experience, or a Baccalaureate Degree in Nursing may be substituted for six months of the required experience.
 - b. Experience performing the duties of a Medical Technical Assistant, Psychiatric Technician, or a Licensed Vocational Nurse working with inmate patients, developmentally disabled, mentally disabled, or Veterans' Home and Medical Center clients may be substituted for up to six months of the required experience on the basis that two months of Medical Technical Assistant/Psychiatric Technician/Licensed Vocational Nurse experience equals one month of the required experience.
 - c. Experience performing the duties of a Senior Psychiatric Technician may be substituted for the required experience on a month-for-month basis.

See reverse side for additional information.

EXAMINATION INFORMATION	This examination consists of a Qualifications Appraisal interview only. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% in the interview.
INTERVIEW SCOPE	<div>Qualifications Appraisal Interview - Weighted 100%</div> <div>In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, --Knowledge of and experience in nursing.</div>
POSITION DESCRIPTION AND LOCATION	<div>A Registered Nurse, under general supervision, at a State special school or Diagnostic Center, administers nursing care to patients/clients of a State Special School or Diagnostic Center, which may include a clinical setting or a special treatment area where specialized nursing work may be required; assists in planning and evaluating nursing care of assigned patients/clients; assists in directing, supervising, and training other nursing service personnel and client help; relieves supervisor as required; and performs other related duties.</div> <div>In addition, journey level incumbents may provide direction to unit or clinic personnel in general or specialized nursing work; provides for continuity of client care with nursing personnel of other shifts; may be responsible for directing the work of an eight-hour shift of an organized nursing unit.</div> <div>Permanent, full time, part time and intermittent positions exist with the California Department of Education, State Special Schools in Fremont, Alameda County and Riverside, Riverside County. Positions also exist at the Diagnostic Centers in Fresno, Fresno County and Los Angeles, Los Angeles County.</div>
SPECIAL PERSONAL CHARACTERISTICS	Must possess aptitude for and willingness to work with clients in a State facility; emotional stability; sensitivity to the needs of clients; patience; tact; alertness; and keenness of observation.
ADDITIONAL DESIRABLE QUALIFICATIONS	Proficiency in the use of American Sign Language.
VETERANS POINTS	Veterans' Preference credit will be added to the final score of candidates in the examination who qualify for and have requested these points, and who are successful in all parts of the examination. (See General Information” on this bulletin for information regarding veteran’s points.)

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Education's Selection Services Office in Sacramento at (916) 657-4433 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of interview or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the California Department of Education.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in this examination will be compared with the performance of other candidates who take this test. All candidates who pass will be ranked according to their final scores.

The State Personnel Board and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Alameda County
Fresno County
Los Angeles County
Riverside County

CALIFORNIA DEPARTMENT OF EDUCATION
Selection Services Office
P.O. Box 1236
Sacramento, CA 95812-1236
Voice/TDD Telephone: (916) 319-0857

California Relay (Telephone) Service for
the Deaf or Hearing Impaired:
From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922
TDD/TTY Exam Information: 1-916-657-4764